

**State of Connecticut
Department of Social Services
Job Opportunity**

Social Services Program Manager

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: August 5, 2013

Closing Date: August 12, 2013

The Department of Social Services is currently accepting applications to fill nine (9) Social Services Program Manager positions located in the field offices:.

Open To:	Candidates on current exam list or lateral transfer
Position:	Social Services Program Manager MP 64
Salary Range:	\$81,033.00 - \$110,494.00
Location:	Two (2) Hartford Regional Office – Position# 105140, 105141 Two (2) Bridgeport Regional Office – Position# 105138, 105139 Two (2) New Haven Regional Office – Position# 105142, 105143 Two (2) Waterbury Regional Office – Position# 105144, 105145 One (1) New Britain Regional Office– Position# 105146

Eligibility Requirements: Candidates must have applied for and passed the Social Services Program Manager examination number 122040 and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

EXAMPLES OF DUTIES: The Social Services Program Managers will be responsible for specific program units as assigned by the Social Services Operations Manager and/or Social Services Program Administration Manager and/or Director of Field Operations. The individuals assigned to this role will be in offices with greater than 100 staff and travel will be required.

Responsibilities of the positions as follows:

Directs a major program which provides social services through the supervision of district/area operations; coordinates and evaluates a program or field reporting system; participates in program development and implementation; develops policies and procedures which relate to program or field operation services; analyzes federal and state statutes, programming documents, regulations, etc., to insure appropriate policies and procedures; interacts with state, federal and community agencies on human services matters to ensure service delivery; determines priorities and develops necessary plans to meet program objectives; prepares management surveys and reports; coordinates activities of staff to meet program goals and project deadlines; provides technical assistance to field staff; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE SKILL AND ABILITY:**

Considerable knowledge of principles and practices of social services programs; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles of public administration; knowledge of and ability to apply management principles and techniques; knowledge of community organizations and public assistance agencies; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze and recommend solutions to complex problems; ability to analyze and assess impact of legislation, regulations, etc. on programmatic goals.

EXPERIENCE AND TRAINING:

General Experience:

Nine (9) years of professional employment in the social services field.

Special Experience:

Two (2) years of the General Experience must have been a supervisory or consultative capacity with programmatic and administrative responsibilities.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's degree in human services or public administration may be substituted for one (1) additional year of the General Experience.

Note: This position may be filled by candidates from mandatory Re-employment/SEBAC Lists, which we are obligated to use. Applications will be accepted from candidates who have taken and passed the Social Services Program Manager Examination Number 122040 and have received a passing score, or from state employees who already have attained permanent status in this class.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Please mail or fax your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

Ellen Mantel, Principal Human Resources Specialist
The Department of Social Services
Human Resources Division
25 Sigourney Street – 12th Floor
Hartford, CT 06106

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED ON OR BEFORE, MONDAY, AUGUST 12, 2013, CLOSE OF BUSINESS
An Equal Opportunity / Affirmative Action Employer

